

Preliminary Requirements

for office space for the Agency for Support for BEREC (BEREC Office) published for the needs of prospection for office premises

1. Objective of the current document

The Agency for Support for BEREC (hereinafter “the BEREC Office” or “the Agency”) would like to rent new premises in Riga for its needs described below¹ with a net surface area of approximately 2,000-2,500 m² by 2023 at the latest.

The Agency intends to rent these premises for a period of up to 10 (ten) years, including possible renewals.

The objective of the current document is twofold:

- i. to inform all interested parties about the intentions of the BEREC Office in a transparent and non-discriminatory manner;
- ii. to enable the Agency to collect information about the current and near future offers/availabilities on the real estate market in Riga, with a view to enable the Agency's management to decide on the next steps in the procurement procedure.

All interested parties are invited, therefore, to express their interest in offering new premises in Riga to the BEREC Office for rent by filling in one of the attached templates and sending their replies as envisaged in point 5 of the Notice on prospection for office premises for the headquarters of the Agency for Support for BEREC in Riga, Latvia, not later than **16.00 h (Riga time) on 10 December 2020**.

Based on the outcome of the market prospection, the BEREC Office may revise its requirements as presented in the current paper which is still of preliminary character.

Interested parties are also invited to take note of the fact that the current document contains high-level information. Further details, specifically as far as the security and other technical aspects of the building are concerned, will be included only in the technical specifications which will be part of the procurement documents.

¹ Widely based on the requirements of the European Commission's Manual of Standard Building Specifications

2. Background information

2.1. Information about the BEREC Office

The BEREC Office has been set up to provide administrative and professional support to the Body of European Regulators for Electronic Communications (BEREC). The BEREC Office has an annual budget for 2020 amounting to 7.2 million euro, mainly provided as a contribution from the General Budget of the EU.

The BEREC Office is a decentralized Agency of the European Union (EU) managed by a Director under the supervision of a Management Board composed of the heads of the EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets and a European Commission representative.

The BEREC Office main tasks consist of:

- collecting information from NRAs and exchanging and communicating information in relation to the role and tasks of BEREC;
- disseminating regulatory best practice among NRAs;
- producing, on the basis of the information received from NRAs in relation to the regulatory tasks assigned to BEREC, regular draft reports on specific aspects of developments in the European electronic communications market, such as roaming and benchmarking reports, to be submitted to BEREC;
- assisting the Chair of the BEREC Board of Regulators in the preparation of his/her work;
- setting up and providing support to BEREC working groups.

2.2. Information about the current premises of the BEREC Office

Currently, the BEREC Office is located at Zigfrida Annas Meierovica bulvaris 14, LV-1050, Riga (Latvia).

The BEREC Office premises are located on the 1st floor, 2nd floor and 3.5 floor of a historical building. The current premises comprise total gross area of 1,195.00 m² and are articulated in several different types of space: office area, meeting areas and support areas (common areas, kitchens, etc.) and technical areas (server room, etc.).

The current seat was chosen when the Agency was supposed to have only approximately 30-35 persons and a rather limited mandate related only to the administrative support. Due to changes in the Agency's mandate and growth in its staff, the current office space, irrespectively of its slight increase, is not fit for the needs of the Agency anymore.

3. General description of the BEREC Office needs

Due to the growth of the Agency and its tasks, the BEREC Office is looking for business premises for its headquarters at a location, preferably in Riga centre, provided with a good and quick connection to Riga international airport. The Agency intends to rent business premises for a period of up to 10 (ten) years.

The new headquarter shall be capable to host a maximum of 65 people including statutory staff, seconded national experts, trainees, staff assigned by the Latvian authorities to the liaison office, security guards, receptionists, trainers offering trainings on site, auditors performing audit on-site, cleaning workers and interim workers – for addressing specific projects or replacement of absent staff. This does not include the visitors for meetings and other events hosted by the BEREC Office.

The net surface of the new premises is envisaged to be between 2,000 m² and 2,500 m². The premises should be designed in such a way to allow for flexible use of space and the incorporation of innovative and digital solutions characterising the most cutting-edge offices. The aim of having an office with possibility to integrate with the state-of-the-art technology is to promote the best possible use of the resources available, easy integration of the changing needs of the Agency and the wellbeing of the staff, including ensuring balance of private and professional life by remote working, which could enable the introduction of shared desk policy. Such an approach will help the BEREC Office to reduce CO₂ emissions and costs related to rent and maintenance of unused space.

The approximate timeline for moving into the new headquarter is between 2021 and 2023, preferably, not later than the first quarter of 2023 by which dates all the fit-out shall be completed. Fitting shall be understood to include, without limitation, works such as partitioning, wiring, security installations and other completion work, which might be required for the premises to be compliant with the requirements of the Agency, as briefly described in this paper. More detailed information about the requirements will be provided in the technical specification, which will be part of the procurement documents.

The building itself may fall under the following categories:

- a) an existing office building, or
- b) an office building already under development with targeted completion date before deadlines set in the present paragraph, or
- c) an office building that will be developed specifically to suit the needs of the BEREC Office ('built-to-suit'), while landlord/developer is already in possession of appropriate plot of land with a valid building permit (according to Latvian regulations, thus giving a guarantee that the projected building will meet the basic technical requirements as well as adhering to the time of delivery set in this paragraph).

The contract is for business premises with a net surface area of approx. 2,000-2,500 m² to be fitted out by the contractor.

The tenderer shall estimate the time required for performing the fit-out work and any possible alterations to bring the building into compliance with the detailed fit-out requirements and standards of the Agency. The time estimation shall also include the time needed to complete any procedure for obtaining permits for occupying the business premises, if required by the Latvian legislation.

4. Conditions and requirements

The business premises offered to the Agency should be made available in a building/location satisfying the following conditions and requirements:

- a) The building must be located in Riga preferably in the city centre or in a location with a good and quick connection to the airport.

For the purpose of this tender procedure, the city centre is defined as any area located on the right bank of the Daugava river, not more than 60 minutes by public transportation away from the Riga international airport during the rush hours.

Frequent municipal public transport services mean services with the following frequency of a bus, connecting the location of the business premises with the Riga international airport:

- during working days from 9:30 hours to 19:00 hours, bus services with a maximum interval of 20 minutes.

If located outside the city centre, on the left bank of the Daugava river, the location of the building must be served by frequent municipal public transport services with a bus stop in its immediate vicinity (max. 300 meters walking distance from the main entrance of the proposed building).

Frequent municipal public transport services mean services with the following frequency of a bus, connecting the location of the business premises with the city centre:

- In peak hours (during working days from 7:30 to 9:30 hours, from 12:00 to 14:00 hours and from 15:30 to 19:00 hours) bus services with a maximum interval of 10 minutes;
- Outside peak hours (during working days from 7:00 to 21:00 hours but outside the hours indicated above) bus services with a maximum interval of 20 minutes.

- b) The business premises should preferably meet the Class A office building standards. It must be easy to maintain, modular in the spatial distribution and compliant with the physical security requirements of the EU Commission. Other characteristics are: the presence of the state-of-the-art systems (mechanical, electrical, HVAC system, fire safety, etc.), sufficient number of elevators, separate entrance for staff, service providers, visitors and delivery, sufficient private and public parking to accommodate staff and visitors.
- c) The premises must be in proximity to good standard hotels, whose minimum category is 3 stars, and they must host up to 120 persons when the BEREC Office host the plenary

meetings. The BEREC Office visitors can be also hosted by a combination of different hotels present nearby the premises.

- d) The business premises shall have an appropriate number of parking slots for staff and visitors. It is also expected to have some parking slots for people with special needs and a covered parked area for bicycles.
- e) The premises must be compliant with the EU Directives, standards and norms in order to meet the requirements for persons of reduced mobility, whether they are either staff members or visitors.
- f) The building should comply with the administrative and licensing requirements (if any) for business premises according to the Latvian legislation. In case the building does not hold the operating license, this shall be obtained by the selected tenderer, at the selected tenderer's cost.
- g) The building should preferably be intended exclusively for business activity and not for mixed business-residential/retail use. Every area and surface of the building, with the inclusion of perimeter walls and security areas (e.g. security and evacuations exits), must be only used for business activity.
- h) The operation of the building must be ensured by the owner of the building or the lessor.
- i) Premises space should be flexible in order to be easily integrated with the digital and modern technologies, which allow to apply the shared desk approach and promote remote working between the staff. Office space should be integrated with sensors able to track motion when desk and meeting rooms are occupied so that the facility manager can implement hot-desking and activity-based flexible work areas. In addition, each area should be equipped with the technology needed to arrange virtual meetings between workers physically located at the office, the ones working remotely and external stakeholders.
- j) The new premises should be also equipped with energy and cost-saving devices, which will improve the workplace environment by managing lighting, temperature and air quality. This technology should help the facility manager to create a bespoke workplace experience, which enhance employee productivity and wellbeing.
- k) The new premises should be suitable for future digital solutions.
- l) The business premises offered to the Agency should be compliant with the following requirements:

The business premises must meet all the additional requirements described in Annex A "*Additional requirements of the Agency's business premises*" incorporated in this document. After the real estate market research, the Agency may require the compliance of the business premises with the European Commission's Manual of Standard Building Specifications. It may be provided in a later stage after identifying the most suitable business premises.

5. Space Requirements Programme

The office space (offices, meeting rooms, other premises required and the related communications - i.e. corridors, staircases, etc. - for the exclusive use of the Agency) must form a functionally self-contained whole.

The requirements for the business premises are as follows:

- i) The total net surface area of the business premises offered to the Agency, account being taken of the minimum surface area requirements, and excluding the areas of toilets facilities and communications - i.e. corridors, staircases, etc. - and other ancillary premises which are for the exclusive use of the Agency, is estimated at 2,001 m² (minimum surface required) and at 2,379 m² (maximum surface required). The estimated net area also takes into account of the complementary area related to the meeting facilities.
- ii) The tenderer shall not include in the business premises offered to the Agency the surface area of communal areas of the building.
- iii) The office space should be sufficient and laid out to accommodate up to 65 working places. Concepts and ideas how to organize flexible working places in the digital age, which can lead to the reduction of the number of physical working places by implementing the shared desk approach and promoting remote working would be appreciated.

In the Table 1, it is reported the size of each office type considering the staff category. The office layout is made up by executive offices for the Director and senior managers, single offices for the team leaders, single offices for staff and shared offices with a maximum of two (2) persons. The minimum/maximum size of an office should be as follows:

Tab. 1 – Type of office space

Staff Category	Office area		
	Type of office	Min (m ²)	Max (m ²)
Director	Single office	45	55
Head of Unit	Single office	30	35
Team Leader	Single office	20	25
Staff (TA, SNE, CA)	Single office	10	12
Staff (TA, CA, trainee, etc.)	Shared office (up to 2 persons)	18	22

In the Table 2, the overall spatial needs of the business premises are reported considering the mandatory areas referred to the unit's needs, complementary area referred to the conference facility, support areas, etc.

In the specific, Table 2 indicates:

- The different types of offices/meeting rooms/other areas required by the Agency;
- The desired number and the number of offices/meeting rooms/other areas of each type;
- The desired surface area and the minimum surface area of offices/meeting rooms/other areas of each type.

The Agency will prefer office layouts, which are closer to the desired number of offices specified in Table 2. Tenders that will not respect the minimum size for single office and/or minimum sizes for shared offices and other areas as indicated above shall be excluded from the evaluation.

In any case:

- the minimum architectural module size for office space is 120 cm;
- the minimum length of the shortest dimension of an office should correspond to as many architectural modules as the number of people for which the office is intended;
- notwithstanding the above, the minimum length of the shortest dimension of an office should correspond to two architectural modules, i.e. 240 cm.

Tab.2 – Programme of Space

	Office space/ area	Type of premises, purpose	Number of persons in the office	Number of offices	Persons – max. number	Min. surface (m ²)	Max surface (m ²)
ADMINISTRATIVE AREA FOR THE DIRECTOR'S AND UNITS' NEEDS	A.	Mandatory area I referred to the Director team needs					
	Director's Office (2 working places)	Director office	1	1	1	45	55
		Single office for staff	1	1	1	10	12
		Secretariat	N.A.	1		18	22
		AVC – Meeting room for 6 to 10 pers.	N.A.	1		20	25
		Sub-total of the Mandatory Area I.			2	93	114
	B.	Mandatory area II for Administration and Finance Unit needs					
	Administration and Finance Unit (14 working places ²)	Head of Unit office	1	1	1	30	35
		Team leader office	1	2	2	40	50
		Secretariat	N.A.	1		18	22
		Single office for staff	1	7	7	70	84
		Shared office for staff	2	2	4	36	44
		Document storage room – HR and contracts (lockable)	N.A.	2		30	40
		Sub-total of the Mandatory Area II.			14	224	275
	C.	Mandatory area III for Operation Support Unit needs					
	Operation Support Unit (16 + 1 ³ (see below – security control room) working place)	Head of Unit Office	1	1	1	30	35
		Team leader office	1	3	3	60	75
		Secretariat	N.A.	1		18	22
		Single office for staff	1	6	6	60	72
		Shared office for staff	2	3	6	54	66
		Meeting room for	N.A.	2		20	

² 12 staff and 2 trainees

³ 13 staff and 3 trainees

MEETING FACILITIES FOR USE BY UNITS AND FOR OTHER EVENTS		5 pers.					30
		IT storage room	N.A.	1		25	30
		Storage room for the Communication Team	N.A.	1		20	25
		Archive	N.A.	1		30	40
		Room for consultations of the documents	N.A.	1		10	15
		Copy room	N.A.	1		6	8
		Sub-total of the Mandatory Area III			16	333	418
	D.	Mandatory area IV for Programme Management Unit needs					
	Programme Management Unit (22 working places ⁴)	Head of Unit Office	1	1	1	30	35
		Team leader office	1	3	3	60	75
		Secretariat	N.A.	1		18	22
		Single office for staff	1	10	10	100	120
		Shared office for staff	2	4	8	72	88
		Sub-total of the Mandatory Area IV			22	280	340
	E.	Mandatory area V referred to additional office area needs					
	Additional Office Area (6 working places ⁵)	Single office – Liaison office	1	3	3	30	36
		Shared Office – cleaning workers	3	1	3	20	24
		Bureau de passage	N.A.	1		45	50
		Sub-total of the Mandatory Area V			6	95	110
	F.	Meeting Facilities					
	Meeting facilities	Conference room (preferable dimensions: 15 m x 28 m)	N.A.	1		375	420
		Interpreter booths	N.A.	5		30	30
		Technical room for IT technician	N.A.	1		10	12
		Technical room	N.A.	1		8	10

⁴ 19 staff and 3 trainees

⁵ External persons providing services on-site

		to host AVC racks					
		Storage room where storing movable furniture	N.A.	1		40	45
		Secretariat room	N.A.	1		18	20
		Meeting room for up to 15 persons	N.A.	1		30	35
		Meeting room for up to 10 persons	N.A.	1		20	25
		Cloak rooms/wardrobes	N.A.	1		15	20
		Foyer	N.A.	1		180	200
		Professional kitchen suitable for catering	N.A.	1		35	40
		Sub-total of the Meeting Facilities				761	857
SPECIAL AREAS	G.	Special Area I					
	Technical rooms	Server room	N.A.	1		18	22
		Technical rooms for connectivity (1 per floor)	N.A.	3		12	12 ⁶
		Sub-total of the Special Area I				30	34
	H.	Special Area II					
	Security area (3 working places)	Entry control area (metal detector, x-ray machine etc.)	1	1	1	20	25
		Secure Access System	N.A.	1		10	12
		Guard room ⁷	1	1	1	12	18
		Security control room (computer room) – 1 person	1	1	1	25	30
		Sub-total of the Special Area II			3	67	85
SUPPORT AREAS	I.	Support Area I					
	Reception Area (2 working places)	Reception including waiting area	2	1	2	30	40
		Sub-total of the Support Area I			2	30	40
	L.	Support Area II					

⁶ This figure supposes that the premises is made up by three floor. The BEREK Office premises need 1 technical room for connectivity per floor. Consequently, the estimated amount will vary depending on the new premises.

⁷ External service provided on-site

	Storage area	Storage room for cleaning product	N.A.	1		8	10
		Sub-total of the Support Area II				8	10
	M.	Support Area III					
	Quiet area	Quiet rooms	N.A.	3		30	36
		Sub-total of the Support Area III				30	36
	N.	Support Area IV					
	Kitchen area	kitchen for the ⁸ staff	N.A.	2		50	60
		Sub-total of the Support Area IV				50	60
TOTAL					65	2001	2379

Offices and areas included in the Table 2 shall represent a self-contained unit with separate security provisions and separate restricted access (see Annex A “*Additional requirements of the Agency’s business premises*” for details).

The above-mentioned minimum surface areas do not include the areas of sanitary facilities, communications (i.e. corridors, staircases, other vertical and horizontal movement, etc.). In its tender, the tenderer must also include the surface areas of sanitary facilities (in accordance with the rules governing the number and size of sanitary facilities). Moreover, the number of kitchens may vary from the estimated number depending on the functional distribution of the business premises. The tender must also include the surface of communications for the exclusive use of the Agency, and any other premises which are not included in the requirements but which are offered by the tenderer as part of the functionally self-contained business premises.

⁸ The number of kitchens for staff can vary depending the functional distribution of the business premises.

Specific requirements of the Agency's business premises

Foreword

The business premises must meet all specific requirements described in this Annex. At a later stage, after the real estate market research, the Agency will provide additional information about its needs, which will in particular ensure compliance with the European Commission's Manual of Standard Building Specifications.

1. Image and appearance of the business premises and the building where the business premises are located

Given the international character of the Agency and the nature of its activities, the Agency is looking for business premises located in a building in an area of good reputation, image and visibility. The building's facades and interiors shall be preferably of an appropriate standard – that of a CLASS A building albeit not excessively luxurious and pompous.

The building should be preferably harmonious and cohesive in terms of the various elements used in its construction. The quality of the architecture, the colours and the textures, among others, should both enhance the efficiency of work and help to create a pleasant, convivial and warm atmosphere of the workplace.

It is also expected that the building is designed to meet the needs of disabled persons, whether they are Agency staff members or visitors. The facilities of the building will be accessible to everybody, including those with disabilities, by putting into place all the means needed to ensure that disabled people can enter, leave, and move around the building conveniently and be easily evacuated in an emergency.

The Agency reserves the right to place appropriate signs on the facade of the building including information plates, flag mast(s) and flags at the entrance. The Agency's logo will need to be visible in common areas such as the lobbies/reception areas. The same applies to the BEREC Office and European Union flag.

The installation of the flag mast(s) is part of the fit-out performed by the selected contractor.

2. The type of space

The ideal building for the new Agency's headquarters would be a single-tenant, self-contained building located at an appropriate distance from and not overlooked by similar buildings.

If the requirement for a single building is impossible to meet, an acceptable solution would be to have a small complex of maximum 2 interconnected buildings. Such a complex however would have to meet the layout expectations as specified in paragraph 3 below.

Another acceptable solution would be a multi-tenanted building (where the Agency should be occupying the building together with a limited number of other tenants). If such a building is considered, it would be necessary for the Agency to have a dedicated entrance with access only to the Agency staff members and visitors, dedicated elevators (programmable with access card readers) or other available solutions to guarantee an appropriate level of security controls to restrict the access by unauthorized persons.

In the case of a multi-tenant building, the location of the Agency should preferably be on top or middle floors. The floors must be adjacent to each other and an internal staircase would be desirable.

It is not acceptable for the Agency that the Director Office and the Units' Office are separated with other tenants located in-between (whether horizontally or vertically).

The preferred option for the layout of the office space is described in Table 2 "*Programme of space*". Nevertheless, the tenderer may offer alternative layouts as long as these meet the minimum requirements as indicated in Table 2. Any proposed solution should provide comfortable working conditions as well as enhanced security as described in these technical specifications.

3. Layout design guide

The information provided here, apart for details provided in sections dedicated to specific purpose areas, can assist in designing the layout of the business premises in order to meet the functional needs of the Agency.

All offices should benefit from natural light, except special purpose areas, which, for security reasons, need to be windowless.

The business premises shall have a complementary area to use as conference facility, whose sub-areas are specified in the Tab. 2. The conference room must have no central columns, which affect the spatial flexibility and modularity of space. In fact, the conference room must be divisible in smaller meeting areas by using movable partitions. Some sub-areas of the conference facility may be located on another floor considering the functional distribution of the business premises.

Because of different security requirements, the conference facility must be located in the lower floor of the BEREK Office new headquarter and the access must be different to that one used by the staff.

In addition, the building should provide appropriate elevator(s), suitable by height, size and loading capacity to move bulky stuff, for the transportation of large and/or heavy deliveries to floors. Moreover, the business premises shall have an unloading area dedicated for service

operations such as delivery of supplies (e.g. furniture, etc.) and publications, removals and the removal of dustbin containers. This area must be located away from external or internal roadways.

4. The facilities/fittings of the proposed business premises

The office space should preferably meet the standards for a Class A building, including standard elements such as suspended ceilings, full air conditioning, access control, false floor, and smoke and heat detectors.

Each office shall be fitted with:

- door with a lock,
- appropriate number of power lines and IT lines terminated in floor-boxes,
- floors covered with parquet or carpeting; parquet floor shall be preferred,
- installed sun blinds,
- lighting,
- necessary switches to operate independently each of the lighting element and sun blinds.

Windows should be preferably openable and allow fresh air circulation.

The points below provide detailed minimum requirements and, in some cases, extra requirements as to fit out or technical parameters. All the described fit-out will be performed by the successful tenderer under the rental contract. The cost will be borne by the owner of the building.

Detailed descriptions are given to allow for an evaluation of the scope of work and required functionalities.

It is acknowledged, however, that some elements may be subject to or require more detailed negotiations and arrangements given the specifics of a building project. It is assumed that these elements will be subject to negotiations between the technical experts of the Agency and the successful tenderer before the final decision on selection of the tenderer is made.

As a rule, it is assumed that the successful tenderer will be responsible for all construction (for build-to-suit project) and fit-out works as agreed. The fit-out will include:

- mechanical installations,
- power and IT installations and cabling,
- plumbing and sanitary installations,
- fire safety installations,
- internal partitioning, lightning, suspended ceilings, false floor, external and internal doors with locks,
- floor coverings,
- painting,
- heating, ventilation and air conditioning (HVAC),
- common area security installations (if applicable).

All necessary installations and works will be performed according to the Republic of Latvia law, standards and norms. In some cases, European standards and norms will apply. In case there is a difference between the requirements of the Latvian and European norms, the more stringent one will be applied.

The fit-out requirements focus only on technical parameters and not on visual or graphical aspects (e.g. preferred colours, logo requirements). The Agency shall provide the selected contractor with detailed requirements that specify these fit-out needs prior to the signature of the contract.

4.1 Internal partitioning and noise levels

Internal partitioning with doors must provide for appropriate noise resistance levels as specified in respective Latvian norms and ISO 12354-1.

Noise levels in specified areas should not exceed:

- 35dB - individual offices of Director, Heads of Units, meeting rooms and other rooms with special acoustical requirements
- 40 dB - conference rooms and standard offices
- 45 dB - secretariats and customer service points (e.g. reception)
- 50 dB - areas with noise sources such as copy rooms etc.

Without prejudice to the above requirements, the following types of partitioning needs to be identified for the sake of clarity:

T1: Noise insulation rate RA1=> 45 dB; fire rating EI 30 (fire rating given is not to be understood as the fire zone division)

T2: Noise insulation rate => 50 dB; fire rating EI 60 (fire rating given is not to be understood as the fire zone division)

T3: Noise insulation rate => 55 dB; fire rating EI 120, reinforced with 4mm metal sheet from slab to slab welded to door frame.

T4: Slab to slab 250 mm masonry wall constructed of light concrete reinforced between every third course, each side covered with 3mm metal sheet welded to door frame and 1 layer of Plasterboard 12.5 mm thick covered with gypsum coat for painting; fire rating EI 120, noise insulation rate =>55 dB (or partitioning of different construction but equivalent in noise insulation, fire rating and anti-breaking resistance parameters).

Standard offices need to be constructed with T1 partitioning type.

Offices of the Director, Heads of Units, Server room and all meeting rooms need to be constructed with type T2 partitioning.

All partitions should extend to the concrete slab above suspended ceiling. Partitions of the rooms with special acoustical requirements, i.e. offices of the Director, Heads of Units, Server room, all meeting rooms should also extend to the slab below the raised floor, if applicable.

Partitioning type (such as glazed walls, and folding partitions) for special purpose areas is indicated under points dedicated to each individual special area. If not specified, the partitioning should meet noise resistance level and fire protection levels as required under the Latvian construction norms and standards.

4.2 Suspended ceilings, lightning levels

The standard suspended ceiling must be elegant and provide the same noise resistance levels as specified for each internal partitioning walls type in paragraph 4.1. The acoustical type of ceiling panels is preferred.

An additional sound insulation layer, to be laid directly on the suspended ceiling, should be designed for the rooms with special acoustical requirements, namely for the offices of the Director, Heads of Units, Server room and all meeting rooms and some rooms of the Conference facility.

As specified previously in as much as possible all offices should provide for natural light access. Lighting luminaires must ensure optimum light distribution and full glare control in compliance with the office lighting norm (EN 12464-1). Preferably, lighting should be equipped with a dimming system. The minimum lightning levels per areas are expected as follows (measured at 0.80 m from the floor):

- offices: 500 lux
- conference/meeting rooms: 500 lux*
- entrance halls: 300 to 800 lux (with dimmer switch)
- toilets: 250 lux
- kitchen: 500 lux
- technical rooms: 200 lux
- storage rooms: 200 lux
- archives: 150 lux

* The conference room will need to provide 700 lux 4,200°K (for TV broadcasting of press conference needs). An additional lightning system added to the standard one may be installed for that purpose.

Electricity consumption for lighting is to be reduced as much as possible (e.g. by installation of automatic switch-off systems (time-triggered) in reception/meeting room areas etc.).

Corridors should preferably be lit by natural light through the glass walls and/or glass doors of offices (walls made partly or entirely of glass).

4.3 False floor and floor coverings

It is expected that the business premises have a raised floor with floor-boxes in which an appropriate number of power lines and IT lines terminate. Its presence has also the aim of simplifying work-area planning.

The type of floor covering to be used on the horizontal and vertical communications (i.e. corridors, hallways, etc.) of each area of the building should be selected in accordance with a cost-benefit analysis, taking into account all of the following factors:

- main purpose of the business premises;
- intensity of usage;
- type and frequency of cleaning;
- environmental aspects of materials;
- physical aspects of materials.

The use of PVC is not allowed.

There could be a distinction between the floor coverings used for office spaces and those used in areas with a different specific function. Floor coverings should be easy and quick to clean. Floor coverings in areas with a specific purpose (archive rooms, kitchenettes, server room) should be selected from the following:

- flexible floor coverings: rubber, cork, etc.
- hard floor coverings: concrete screed (treated or untreated), parquet (solid or layered), ceramic tiles, natural stone, epoxy resin, etc.

Floor covering for computer/server rooms should be antistatic floor covering.

Where concrete floors are exposed the surface should be protected with an anti-dust treatment.

Ceramic or stone flooring in the business premises and in the access spaces must be non-slip or must be given appropriate treatment so that they are non-slip.

Environmental aspects of floor coverings

When selecting floor covering, the materials and means used to lay and maintain them should be considered from an environmental perspective. The following points should be taken into account:

- Flooring in the entrance areas should be preferably such that the scattering of de-icing chemicals can be kept to a minimum in the event of frost.
- Floor coverings containing PVC are not allowed.
- In choosing materials for finishes and flooring preference should be given to natural or recycled materials, for example:
 - gypsum and plaster manufactured from the desulphurisation of power station smoke;
 - concrete or bricks containing flue ash;
 - glass;
 - paper.

- Floor coverings made of a mixture of textile and synthetic fibres with a limited lifespan and generating large masses of waste contaminated with adhesive (1.7 kg/m²) should be avoided as far as possible. If, however, this type of material is chosen, it must be easy to recycle or to dispose of as polluting waste.

4.4 Office doors and locks

Each individual office will have good standard office door with locks and handles and appropriate noise insulation ($R_w \geq 32$ dB). For offices of the Director and the Heads of Units, the doors should be full solid ones (no glazing). For other offices including meeting rooms it is acceptable that doors will have glazing, however if the glazing is made of clear glass, it should be covered with adhesive foil limiting the transparency of the glass to ensure adequate privacy. Doors should have appropriate fire-resistant properties as foreseen under the Latvian law and applicable norms. The height of office doors should be at least 240 cm. All standard office doors should be fitted with reversible mortise locks and associated keys compatible with the European type profiled cylinders or half-cylinders (point Master key system).

4.5 Master Key system

The Agency expects that a master key system will be in place for all internal and external (if applicable) doors. It is anticipated that a key chart will be drafted by the successful tenderer and filled-in by the Agency in due time during the fit-out process. The Agency will require a system, which provides a master key for opening all internal/external doors. However, individual offices need to be accessible with individual keys.

4.6 Name plates

Offices should be provided with a name plate for each individual occupant. This name plate needs to be large enough to show the number of the office, the department, surnames, forenames and position of the occupants. The material used and design of the name plates should be compliant with the Agency corporate image and standards which shall be provided by the Agency.

4.7 Office furniture

Unless specifically stated otherwise, the successful tenderer will not be expected to provide office furniture. This will be the sole responsibility of the Agency.

4.8 Heating, Ventilation and Air Conditioning

The HVAC system must meet the following requirements when it comes to the interior conditions in the offices:

- 40-60% relative humidity
- Temperature:
 - Air-conditioned areas - with external temperatures of between $\sim -20^{\circ}\text{C}$ and $+30^{\circ}\text{C}$, interior temperatures must be adjustable by occupants to between $+20^{\circ}\text{C}$ and $+23^{\circ}\text{C}$.
 - Ventilated areas: in winter, the minimum temperature must not fall below 16°C .
- Toilets and passageways: $\geq 20^{\circ}\text{C}$
- File registries: $\geq 20^{\circ}\text{C}$
- Archives: $18^{\circ}\text{C} \leq t^{\circ}\text{int} \leq 20^{\circ}\text{C}$ and $45\% \leq \text{relative humidity} \leq 55\%$.
- Storage areas: $\geq 16^{\circ}\text{C}$
- Indoor car parks: $\geq 5^{\circ}\text{C}$
- Reception/lobby: $\geq 20^{\circ}\text{C}$

When calculating the fresh air flow rates needed, the following indication may be taken as to occupation density:

- Shared office is designed for 2 persons;
- Executive offices for the Director and senior management, office for team leader are designed for 1 person;
- Meeting rooms: one person per 2.5 m^2
- The conference room is designed for 120 persons

The following minimum fresh air flow rate has to be met:

- offices - $30 \text{ m}^3/\text{h}$ fresh air per person.
- meeting rooms – $30 \text{ m}^3/\text{h}$ fresh air per person.
- toilets – $50 \text{ m}^3/\text{h}$ per cubicle.
- reception – $30 \text{ m}^3/\text{h}$ fresh air per person.
- archives and storages - air renewal rate of twice per hour (new or recirculated air).
- copy areas - air renewal rate of six times per hour (fresh air).

Air Quality throughout the business premises should meet the following minimum requirements:

- dust content of terminal units to be less than $0.2\text{mg}/\text{m}^3$
- CO level to be less than 2 ppm
- CO_2 level to be less than 1000 ppm

Energy management

It is expected that the building and especially its outer walls and HVAC systems will be designed to optimise energy management. The HVAC systems must be fully compliant with energy efficiency criteria, e.g. using reduced consumption, energy recovery and combined generation methods.

4.9 IT and power requirements

4.9.1 Standard Office

A standard single office should be provide with:

- minimum 2 network outlets per person. Network cables must be Cat. 6;
- minimum 3 standard power sockets. One of them must be connected with an independent power supply line working in the event of a power cut.

Maximum power consumption per workstation should be assumed at the level of 0.6 kW. UPS support is required for power sockets in standard offices.

4.10 Floor loading

The floor loading capacity to be observed are those laid down by the law and standards in force in the Republic of Latvia. Nevertheless, the following values are required, divided (for the sake of this document) into 3 classes:

- Class I - minimum floor-loading capacity for all business premises (including offices) 3.5 kN/m²
- Class II – minimum floor-loading capacity for selected special purpose areas – 6 kN/m²
- Class III – minimum floor-loading capacity for selected special purpose areas – 10 kN/m²

Description of requirements for individual special purpose areas specify which class of floor-loading capacity should be met.

4.11 The server room

- The minimum dimension of the server room must be 18 m². Access to the server room should be controlled and logged by an access security mechanism. The size of all the doors installed to access the server room and the main computer area should be at least 1.2 m x 2.1 m (W x H).
- The server room shall be equipped with at least the following equipment:
 - cooling system;
 - backup generator line connected with a UPS
 - temperature sensors which shall be located in 2 places in the room;
 - humidity control system;
 - flooding control system;
 - alerting control system (temperature, humidity, flooding, power outage);
 - internet/communication entry point;
 - appropriate number of fire detectors which shall be connected with the extinguishing and alarm system;
 - appropriate number of smoke detectors which shall be connected with the alarm system;

- fire prevention and fire protection systems which should be able to trigger the activation of the automatic extinguishing equipment;
- the server room must not have windows.

4.12 Technical rooms

The business premises must be provided with the two typology of technical rooms:

- **technical room for the AVC system/meeting room:** see the Tab. 2 for the dimensions. This room must have a cooling system and backup generator line in it;
- **technical room for connectivity:** see the Tab. 2 for the dimensions. Its number depends on the number of floor of the business premises. Specifically, 1 technical room for connectivity is needed per floor.

The maximum floor loading capacity should be Class III as defined in Section 4.10 above. In addition, access to the technical rooms should be controlled and logged by an access security mechanism.

4.13 Meeting rooms and facilities

The fit-out of the meeting rooms will be the same as for standard offices in terms of basic elements (paint, suspended ceilings or lightning levels etc.). It needs to be stressed that each meeting room will have to be fitted with the necessary basic audio-video system that includes ceiling-mounted beamers and display screens operated with remote control or wall-mounted touch-screen controls and plasma screens.

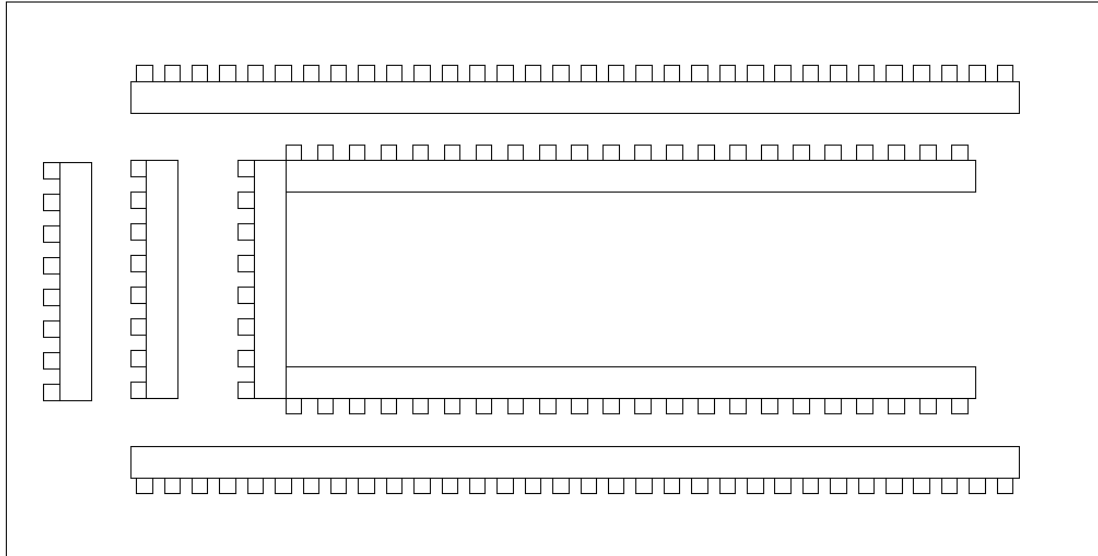
4.13.1 Meeting facilities

The meeting facilities make up a complementary area of the business premises that will be used to host plenary meetings and Contact Networks meetings. The usual number of participants at the Contact Network meetings and the plenary meetings is between 80 and 100, and 100 and 120, respectively.

The meeting facility is made up of the following areas:

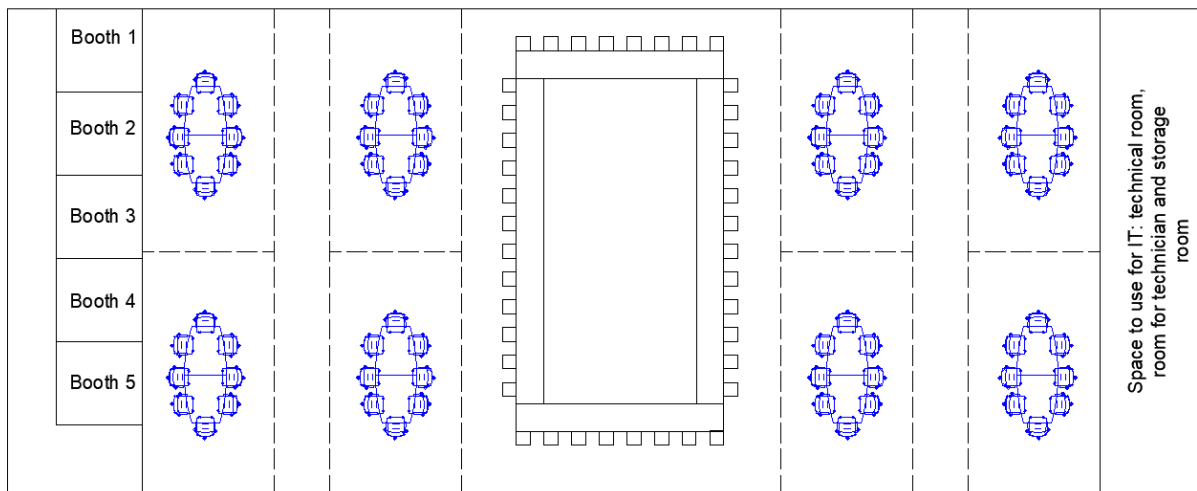
a) Conference room

The minimum and maximum size of the conference room are specified in the Tab. 2. It should have the following dimensions: 15-17 m of width and 25-28 m of length. This room must host approximately 120 attendees. It would be fitted with a double U-shaped row of conference tables and chairs, as showed in the figure below.



The conference room must have no central columns, which affect the spatial flexibility and modularity of space. In addition, no column must obstruct the view of interpreters located into the interpreting booths.

The key requirement for the conference room is flexibility. In fact, it should be divisible in smaller meeting areas by using movable partitions. Ideally, the conference room should be divided in some meeting areas up to 10 persons and one bigger meeting area up to 50 persons, as shown in the figure below.



b) Interpretation service area

Adjacent to the conference room, Interpretation Service (IS) area will be located. The IS area needs to be fitted with 5 booths to provide simultaneous into EU official languages

The booths should ensure the minimum requirements;

- Minimum interior dimensions:

a) Width: 2.50 m for two interpreters, 3.20 m for 3 or 4 interpreters

b) Depth; 2.40 m

c) Height; 2.30 m

- Doors: Each booth shall be fitted with a door operating silently and providing satisfactory acoustic insulation.

- Windows: Front windows shall span the full width of the booth. Vertical supports shall be avoided. Front and side windows shall consist of colourless anti-glare glass, satisfying the sound insulation requirements.

- Conference rooms cannot have pillars and columns obstructing the interpreters' view.

c) Technical areas

Adjacent to the conference room, the following technical areas are needed:

- 1 technical room for the technicians;

- 1 technical room to host AVC racks.

d) Additional meeting space

The additional meeting space is made up of:

- 1 meeting room for up to 15 participants;

- 1 Meeting room for up to 10 participants.

e) Other areas:

- Secretariat room: a room of 18-20 m² ideally located near the meeting room. The place should be equipped with two PCs/laptops, as well as printing and copying area with internet access. The secretariat will need to be provided with a power supply and enough network sockets similar to the requirements for a standard office. In addition, a power and network connection for high-capacity copy/scanning/printing machine and shredder must be available.

- Cloak rooms/wardrobes: an area with the appropriate size to store hand-held luggage that many conference participants travel with. This area should be designed considering the BEREC Office requirements that will be provided in a later stage.

- Foyer: an area used to host coffee break and lunches.

- A storage room where storing movable furniture used to arrange the plenary or Contacts Network meeting.

In the optimal layout these areas should be part of the meeting facilities but it is also possible to allocate part of them on other floors.

4.15 Photocopying area/room

On each office floor there should be a minimum of 1 copy room per 750 m². Additionally an appropriate number of copy rooms or areas may be required to be planned in the vicinity of conference facilities.

The standard equipment for each individual copy room is a heavy-duty copier/scanner/printer machine, heavy-duty shredder and binding machine. A copy room should also have sufficient space for storage cabinets for copying material. The provision of copy room equipment will be the sole responsibility of the Agency.

The photocopying area/room must be fitted with an air outlet and a system of injection of fresh air (due to the ozone emissions of photocopying machines). If the photocopying machines are located in the open in the corridor, there must be a system of air extraction above the place where they are located.

4.16 Kitchens

The business premises must have minimum 2 kitchens, whose dimension are specified in the Tab. 2. The estimated number of kitchens may vary depending on the functional distribution of the business premises. The kitchen area with a table and chairs must also include an area where staff members may eat their lunch.

The kitchens will also need to provide space and power supply for electrically-heated water dispensers as well as space for bottle-stands, coffee machine and electrical kettle. Acquisition of the equipment will be the sole responsibility of the Agency. In addition to that

- wall coatings must be washable,
- floor covering must be washable non - slip floor tiles (PVC or linoleum are not allowed).

4.17 Storage rooms

The dimension and number of the storage room are specified in the Tab. 2. The storage rooms should be located in close proximity to the office space as much as possible, within the core of the building where floor-loading capacity will meet the class II requirement (see Section 4.10) and partitioning should meet type T3 requirements (see Section 4.1).

4.18 Archive

The dimensions of the archive are specified in the Tab. 2. Its purpose is to conveniently store handy paper files. Floor loading of the local archives should be minimum of class II (see Section 4.10) and partitioning made type T3 (see Section 4.1). The Agency may install a professional movable file-storing system in this room.

The archive area should also comprise of:

- 1 room for consultations of the documents, whose dimensions are specified in the Tab. 2;
- a copy room with power and network connection for one heavy-duty copier/scanning machine.

4.19 Toilets, circulation, stairs and lifts

In the office areas, toilets must be provided on every floor and for each structural unit. Latvian norms and standards should be met when it comes to the precise number of toilets being placed in the office areas, conference areas, etc. For reference purposes, it should be assumed that the male to female ratio in the BEREK Office is 50:50. Toilets for disabled must be installed on each office floor. Toilets should preferably be located in central areas of the functionally self-contained business premises. Where the number of offices requires several toilet areas to be provided, they will be set out in such a way as to minimize the average distance between the offices and toilets. In other words, the facilities should be distributed evenly along the length of the building and/or will be located in the central section.

Circulation, stairs and lifts must be designed according to the Latvian standards and norms.

4.20 Security

As a minimum requirement, the BEREK Office will expect that the building projects, especially if not single-tenant solutions, will guarantee a basic security system in place for all common areas that will include access control, physical security checks (presence of security guards hired by landlord) and CCTV. It is assumed that such a security system will cover all areas that are not subject to lease by the BEREK Office, and that the BEREK Office will have unrestricted access to it, in as much as required to access its own office area, 24/7.

Any internal security system for the BEREK Office-leased space will be the sole responsibility and ownership of THE BEREK Office. It will be installed by the BEREK Office external contractor(s) in co-ordination with the landlord respective services to guarantee compliance with Latvian fire safety norms, standards, rules and regulations.

The internal layout of the security area to access to the premises is made up by:

- an entry control area, where metal detector and x-ray machine will be located;
- a secure access system that will filter the access of visitors and staff members;
- a guard room with view on the secure access system;
- a security control room. It is not mandatory to put this area at the same floor of the internal security area.

4.21 Power supply

It is expected that the building will be provided with two independent power supply lines preferably from two substations.

The building should also guarantee an appropriate power generator. The power generator will be of sufficient power to back-up the UPS system supporting designated areas for 24 hours. As a minimum the power generator's response time will be 0.5 minutes. If not in place, installation of the power generator is expected to be offered as part of the fit-out.

The UPS system may be provided by the Agency. Cabling for the UPS system shall be a part of the fit out cost and shall be provided by the Contractor.

4.22 Telecommunications

It is expected that the building allows to install the telecommunication infrastructures needed to the BEREK office for the smooth performance of work. The building should have a cabinet where there are the connections with the entry points of providers. Throughout the office space, cabling wireless access point stations should be located above the false ceiling.

4.23 Parking

The number of parking spaces which the Agency may require is between 20 and 25. Parking spaces should be located within or in the immediate vicinity of the building. The final number of parking spaces to be rented by the Agency will be decided later and will be subject to negotiations between the tenderers and the Agency.

It is also expected to have minimum one (1) parking slot for people with special needs.

In their tenders, tenderers must indicate the cost of renting a parking space in a covered car park inside the building, if available, and the cost of renting a parking space in a covered or open air car park in the immediate vicinity of the building, if offered. Tenderers should indicate the total number of parking spaces available. They should also indicate whether the car parks are supervised by camera or protected by any kind of barrier.

4.24 Health and safety and fire protection requirements

The Agency expects that the successful tenderer will guarantee and be fully responsible for the compliance of the business premises rented to the Agency with applicable norms, standards and legal regulations binding in Latvia in the field of health and safety at work as well as fire safety. The materials used for construction and/or fit-out will be accompanied with necessary certificates, attestations, conformity declarations etc. whenever required under respective regulations.

4.25 Environment-friendly solutions and technologies

The Agency expects the building will have as many environment-friendly solutions as possible and will follow the European standard EN 15232 (Energy performance of buildings – Impact of Building Automation, Controls and Building Management

A tenderer will be expected, if possible, to deliver all necessary certificates and attestations proving the environment-friendly class of the facility. Any international or national certifications shall be considered as an advantageous (e.g. LEED, BREEM).

The Agency's dedicated covered parking area with stands for bicycles within the minimum of 20 places and with possible future extension of number of stands is preferred. If the place is limited, part of the stands may be installed on the walls for hanging bicycles. Location of the building close to existing or planned bikeways would be of advantage.

The presence of renewable energy systems, such as photovoltaic system, solar heating of water, etc., will be considered an advantage. In additions, plants inside the business premises should be placed in dedicated islands among the office corridors, rest rooms and reception areas.

4.26 Cleaning and waste removal

The staff belonging to the Agency cleaning company, if applicable, should be guaranteed access to any common areas where waste is stored and removed from.

It is expected that cleaning of common areas as well as waste removal will be part of the services provided by the administration of the chosen building project.

4.27 Standards and norms applicable to the proposed building

The building will need to comply with all Latvian standards and norms for building construction. The tenderer shall provide the declaration stating the compliance.